

Pre-Proposal Conference
U.S. Embassy Juba New Embassy Compound
Maintenance Services
November 15, 2021

Minutes from Pre-Proposal Conference of November 15, 2021 - RFQ Number PR10346175 for New Embassy Compound Maintenance Services.

Introduction

The Contracting Officer welcomed all attendees, introduced the COR, and Procurement Staff.

Discussion of the Solicitation Package

The following were highlighted in the Statement of Work:

- The Contracting Officer (CO) advised that all questions and answers will be mailed to all companies that attended the pre-solicitation site visit and posted to the website.
- The CO reiterated the due date and time and that no offers shall be considered after the deadline.
- The CO mentioned that this is a firm fixed-price contract. The contractor will be paid a fixed amount for services provided from award of the contract.
- He explained that the rates/prices are fully loaded, or all-inclusive, rates. No changes will be made after the contract is signed.
- The CO guided offerors to follow the guidelines in RFQ. Offerors were advised to ensure that their bids are submitted into two parts – Price Proposal and Technically Proposal Separately.
- The Contracting Officer explained to the attendees to obtain a DUNS Number and SAM registration prior to award. Instructions are on our website.

Questions and answers:

Is the contractor allowed to kill snakes?

- Yes.

Will the contractor compact the running track?

- No compaction is required. The repairs will include grading to the surrounding level.

Is it mandatory to register in SAM/DUNS before submission of offer?

- No, but a vendor cannot be awarded the contract without an active DUNS number and SAM registration. Vendors are strongly advised to begin that process now.

Is fallen trees/branches part of the solicitation?

- No.

Will the contractor supply material for the running track?

- Yes, the contractor is responsible for supplying all materials, labor, and equipment for all aspects of the contract.

How do you deal with garbage along the fence that is blown by wind?

- The contractor is to collect all garbage within the compound at its designated collection point, not exceed 100 kg per week. If it exceeds 100kg, it will be carried forward for the next collection.

If a few meters of fence is cut, will it be part of the contract to replace the fence.

- No, that will be a security matter and it will be dealt with separately.

If the fence is cut, will there be any alert to the contractor?

- Yes, the COR will inform the contractor of any known repairs needed. The contractor, likewise, shall allow for regular inspection of the fence and notify the COR of any needed repairs.

Is the contractor allowed to use chemicals to repel snakes?

- No. No chemicals shall be applied without express written permission from the COR.

Will there be a compaction required of the road maintenance task?

- Yes, compaction of materials will be required for road repairs to ensure continuous site access. Standard practice is 95% of maximum Standard Proctor (ASTM D698A).

Is there a maximum number of employees required?

- No, the contractor must provide a reasonable number of employees to accomplish the requirements.

Conclusion

The conference concluded and attendees were thanked for attending and interest in doing business with the U.S. Government. The meeting was closed.